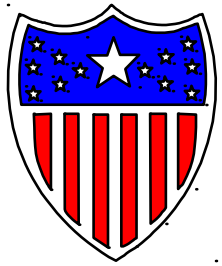

Installation Transition Services Branch

ETS Transition Overvie

Purpose

Separation from the Army is the final phase of the military personnel life cycle, and transition processing is the lifeline of this transitioning phase. The Army wants to ensure Soldierss and their families who are transitioning from active service receive expeditious and excellent service.

Transition Process

Transition processing is defined as a set of professional services provided to Soldierss to facilitate their transition from the active Army to civilian life or another stage of Army affiliation.

Prepare for Your ETS Transition

- Ensure that your personnel records are current and complete.

- If information is missing from your DD Form 214 Worksheet you need to provide the Transition Branch with a copy of your supporting documents. All documents you provide are returned when you pick-up your DD Form 214.

ETS
Pre-Transition Processing

- 364 days prior to your separation date you should attend the Pre-separation Orientation.
- ETS orders can be published 120 days prior to projected transition date. Check with your Brigade or Battalion S-1 on your order status.

- Upon receipt of your orders report to the Transition Branch with orders and your DA Form 31 (Request and Authority for Leave) to schedule an appointment for your DD Form 214 (Certificate of Release or Discharge from Active Duty) briefing.
- Your DD Form 214 briefing appointment is scheduled 3 – 5 days prior to your departure date.

ETS Transition
Administrative Processing

- Reenlistment Interview
  (See your Retention NCO)
- Separation Medical Exam (Voluntary)
- Separation Dental Exam (Voluntary)
- DA Form 664, Statement Concerning Compensation from VA (Voluntary)
- Clothing and Equipment Inventory
  (Part of your out-processing)

ETS
Final Transition Processing

- Attend your scheduled DD Form 214 briefing.
- Attend your Finance Briefing.
- Complete your unit and installation out-processing.
- Get your pre-clearance stamp from Out-processing, SSC, Wing D.
- The day before your leave starts or your ETS date (if not taking leave) report to the Transition Branch between 1300 – 1600 to sign for your final DD Form 214 and, if applicable, turn in your ID Card.

POINTS TO PONDER

- Reenlistment Interview (Check with your Retention NCO)
- Veterans Benefits
- Enlistment to the Reserves or National Guard
- Separation Medical Exam (Voluntary)
- Separation Dental Exam (Voluntary)

Linked Assistance Forms

ETS/Chapter Out-process Assistance Checklist-Excel Format

ETS/Chapter Out-process Assistance Checklist-PDF Format

Out-processing Agency Listing

Soldiers Support Center Floor Locator

Finance and Separation Information

TRANSITION SERVICES BRANCH

Location

The Soldiers Support Center
2nd Floor, Wing B
Building 4-2843 Normandy
Fort Bragg, NC 28310

Office Hours

0800 - 1700 Monday - Friday
Closed All Federal Holidays

Contact Information Numbers

Customer Service – (910) 396-7472/ 0123
Transition Finance – (910) 396-1977
DSN: 236-XXXX
FAX – (910) 396-9694